

Meeting of the Stonehaven Tolbooth Association (STA)
Wednesday 3rd June 2026
Tolbooth Museum

Agenda

- 1 Welcome
- 2 Apologies
- 3 Minutes of previous meeting
 - a) acceptance
 - b) matters arising
- 4 Chair's report
- 5 Treasurer's report
- 6 Secretary's report
- 7 CAT and Grants - update
- 8 Events report
- 9 Collections report
- 10 Curator's report
- 11 Shop report
- 12 Clock Tower report
- 13 AOCB
- 14 Future date

Minutes

Before the normal meeting a presentation was made by Paul Mair with regard to his vision of using the Courtyards. John Mair also attended in the role of observer. This was an informative session with questions and answers from both STA and Paul. The Mairs were thanked for their contribution and then left the meeting.

Present. Cressida Coates (CC), Andrew Newton (AN), Gordon Ritchie (GR), Clare Thomas (CT), Neil Smith (NS), Louise Coates (LC1), Dennis Collie (DC), Douglas Cusine (DCu), Tony Dodd (TD), Mary Sutcliffe (MS),

1 Welcome.

CC welcomed the trustees.

2 Apologies. Lorna Collie (LC2), Lindsay Petrie (LP)

Before proceeding with the agenda the committee discussed Paul Mair's presentation and the accompanying MOU. The overall consensus was favourable and although CC had reservations the committee unanimously voted to grant courtyard access to Café Bohème on the basis of the amended MOU which removed a breakpoint at the end of August 2026.

3 Minutes of previous meetings.

a) Acceptance. The previous minutes of 22nd April 2026, with four editorial corrections, were accepted.

b) Matters arising.

Summary of Action Points

Summary of Action Points	Person	Report
Update on student placement	LP/GR	No reply from Aberdeen University. Drop this action for this year.
Contact Garlogie Group. Current situation unknown	LP	No information
Investigate guest speakers from Elphinstone Institute	CT	Institute contacted, awaiting reply
Book quiz night for 2026	MS	Booked for 23 rd October
Continue investigating tour operators	TD	No further forward but TD will keep trying
Stop providing monthly footfall figures to AMS	AN	Museum Service informed and waiting for any response
Inform Aberdeenshire Council of operational withdrawal from Clock Tower	AN	Done. Council responded with thanks for the years of service. Keys dropped off at Viewmount.
Contact Paul Mair	AN	Done
Visit Men's Shed re signage	AN/DC	See AOCB
Contact Council again over storage space.	AN	To be done. To be actioned in June
Sign Title Deed	CC	Document signed by GR
Advise on price of Archie Watt's book	GR	£10
Liaise with Ms McGregor	CT	CC contacted and awaiting a reply
Review password for Facebook page	TD/AN	Still confusion. Unable to trace password but CT and MS can access the page. NS/CT/MS to confer
Contact Mackie Academy	DCu/CC	TD contacted Mackie and will draft a document but there may be problems over PVG clearance. More investigation required.

Action Points

LP Contact Garlogie Group. Current situation unknown.

TD Continue investigating tour operators.

AN Contact Council over storage space.

NS/CT/MS Confer over Facebook password

TD Follow up Mackie Academy contacts

4 Chair's Report (CC)

CC has been on holiday and had little to report although she had been contacted by John Cruickshank a) to thank STA for its contribution to the Big Help Out and b) requesting support for the Men's Shed's nomination for the Scottish Shed of the Year.

Action Point.

CC to write supporting letter to Chair of Men's Shed.

5 Treasurer's Report (DC)

In the absence of any previous financial report for 2026, I present the following.

- 1) Financial report from the 1st of January to the end of March, during which were much closed. Open seven days in Jan 7 days; Feb 6; Mar 0. Total: 13 days. Footfall was $232 + 290 + 0 = 522$.

Income was £678, comprising cash in the shop £357, card £120. Donations £167 in house + online £34

At the financial year end, 31st of March, the overall financial position was approx. £135,000.
A healthy balance, but of course we now face significant operating costs: insurance, electricity, water together with any necessary maintenance that might crop up.

2) Financial report from the 1st of April up to the end of May.

<u>summary activity from</u>	<u>01/04/2026</u>	<u>to</u>	<u>31/05/2026</u>		
Income				Group Totals	
absh council	07-Apr	2812.80	gr-ac	gr-ac	2812.80
sumup	20-Apr	125.49	esales	esales (incl donations)	843.11
sumup	27-Apr	128.89	esales	edon	20.00
a newton	27-Apr	10.00	edon	cash don	568.08
apr - cash donations	30-Apr	160.50	don	cash sales	469.00
apr - cash sales	30-Apr	126.40	sales		
sumup	05-May	86.76	esales		
sumup	11-May	276.16	esales		
Harbour book (Cut n Go)	15-May	55.00	sales		
sumup	18-May	106.87	esales		
sumup	26-May	118.94	esales		
a newton	27-May	10.00	edon		
may - cash donations	31-May	407.58	don		
may - cash sales	31-May	287.60	sales		
				Total	4712.99
Expenditure				Group Totals	
Lorna Collie (up to 31/3)	07-Apr	140.00	stock	stock	140.00
absh council (agm hall hire)	07-Apr	25.80	admin	admin	25.80
bank charges	20-Apr	1.75	bc	bc	1.75
Smith Solicitor	24-Apr	680.00	legal	legal	730.00
gift to Ronald Forbes	24-Apr	50.00	legal		
				Total	897.55

6 Secretary's Report (AN)

Richard Scott has been in touch to state that Mintlaw have agreed to transfer his Grandfather's penknife to the Tolbooth museum. At the same time we received an email from Amy Miller (Museums Development Coordinator at Mintlaw) confirming Scott's statement and also requesting a visit to Stonehaven to review artefacts in Stonehaven that are currently on loan from Mintlaw. Dates offered but no confirmation yet.

David Fleming, whilst praising the new memorial bench, also commented that the ground beneath the bench is of poor aesthetical quality and distracts from the overall appearance. AN will investigate.

Remaining with Ian's bench, DCu commented that Jim Malcolm had done an excellent job in producing the memorial and whilst Jim had not and was not seeking any recompense DCu believed that a small gift would not be out of order.

Liz Ritchie will donate a bag of barley for the meal grinder.

Action Points.

AN Review ground beneath bench.

DCu Review gift options for Jim Malcolm.

7 CAT and Grants (GR) –To be renamed Property

With the transfer of the ground floor on 25th March STA inherited all the responsibilities for the utilities etc. Actions have been split between two trustees.

DC

Building insurance is ongoing. Quotes £4207 (Hiscox) or £3264 (3DI) for identical cover. Go for £3264? Committee agreed to go for the lower quote.

Public and employee liability insurance renewed separately for £208.

Electricity also is ongoing.

We had to first deal with a change of tenancy, which took quite a while, and at the end of that they wanted to charge us almost £1,000 for that 56 days. Obviously, I'm still arguing that case.

From the 9th May we have a contract in place for electricity.

AN

Water. Initially complicated by the fact that Scottish Water had wrongly assigned two meters but now resolved. STA will have to pay quarterly (first payment 29th July) and estimated charges are: metering charge £18 per month, drainage charge £5 per month and consumption at £2.15 /m³. Have applied for charity exemption from all charges – may not get exemption in 2026-2027 but should receive in 2027-2028. Note – exemption has to be applied for in each and every financial year.

Rates. Rateable Value (RV) of ground floor is set at £6,400. The rates due are calculated by RV x the poundage (this year 48.1p). Calculates out at £3,078 but as a charity we qualify for a mandatory discount of 80% which reduces the rates to £615.68. STA is also able to apply for a further discretionary discount of 20% which reduces the bill to £0. Unfortunately the discretionary element is dependent on STA having less than £100,000 in unrestricted cash. We may be able to re-structure our finances and there is also the possibility of claiming 100% relief under the Small Business Scheme. Work in progress.

8 Events Report (CT)

13th May. Two P1 Arduthie classes visited.

10th July. Pauline Cordiner will be story telling in the Courtyard (if weather suitable)

11th July. Corn Dolly Lady, also in Courtyard if weather suitable.

19th July. Lace Maker (inside 1330 – 1530)

19th/20th September. Doors Open Days

9 Collection Report (GR)

GR has been sorting out various reference books that are currently in his possession. GR requires a new lockable bookcase as many of the books have a financial and/or historical value.

GR attended an open day at the Local Studies Centre in Oldmeldrum and was impressed with the amount of archival material held at the Centre. Subsequent to his visit he was provided with a long list of books that reference Stonehaven. An article will be produced for the next *Stanehyvn Tolbooth Times*. DCu mentioned that there was a similar resource centre in Aberdeen City.

10 Curator's Report (LC1)

Nothing to report.

11 Shop Report (LC2 via DC)

We have re-ordered local items, bookmarks for example from the Men's Shed, Sea salt pigs

Other items like hip flasks we have to wait until we have a decent-sized order to absorb P&P costs

We have some new items, for example Stonehaven caps and Stonehaven/Tolbooth notebooks, and these seem to be selling okay.

I've been keeping a tally of sales since April to 31May:

Postcards 116; Stonehaven Harbour 8; Magnets 57 + 27; Chinese stuff 24 (but out of stock); new notebooks & pens 16; Tea towels 22; Slate coasters 16

12 Clock Tower Report (AN)

This agenda item should be removed from future meetings.

13 AOCB.

Railway Lamp. DC and a member of Ferryhill Railway Museum swapped a railway lamp (owned by STA) for a nautical navigation lamp (owned by the Railway).

Archive Boxes. DCu raised the fact that LP was still waiting for approval to purchase archive boxes. DC was under the impression that this had already been given and re-confirmed that LP should obtain specifications and prices prior to approval for purchasing.

Stanehyvn Tolbooth Times. GR aims to produce the next edition by 10th July.

Front Door signage. The Men's Shed has acquired suitable timber to etch 'Tolbooth Museum' on the surface. There was much discussion on where and how to hang the sign. DC will discuss further with Men's Shed.

Action Point.

DC

Discuss signage with Men's Shed

14 Date of next meeting

Wednesday 8th July

Andrew Newton

4th June 2026

Secretary

Stonehaven Tolbooth Association (Tolbooth Museum)

SC043279

Summary of Action Points	Person
Contact Garlogie Group. Current situation unknown	LP
Continue investigating tour operators	TD
Contact Council again over storage space	AN
Confer over Facebook password	NS/MS/CT
Follow up Mackie Academy contacts	TD
Write supporting letter to Chair of Men's Shed.	CC
Review ground beneath bench	AN
Review gift options for Jim Malcolm.	DCu
Discuss signage with Men's Shed	DC